



NH CARES

For costs incurred between March 13, 2020 – September 30, 2020

Deadline: June 12, 2020 | Applications must be submitted by 11:59 PM EDT

Funded by the National Endowment for the Arts through the Coronavirus Aid, Relief and Economic Security (CARES) Act. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year. NHSCA funds cannot be matched by other awards from NHSCA or National Endowment for the Arts.

NH CARES funding is for salary and facilities costs of nonprofit cultural organizations impacted by the COVID-19 pandemic. This funding category recognizes that the nonprofit arts industry is an important sector of New Hampshire's economy, and that financial support is necessary to help save jobs and keep operations functioning for organizations that add value to the creative life of our communities. NH CARES funds are intended to help these entities and their employees endure the economic hardships caused by the pandemic and to expedite the distribution of critical funds to a broad constituency and geographic range, as quickly as possible.

Maximum Grant Request

Requests for salary and facility costs may be made for either \$1,000 or \$3,000. **NO MATCH IS REQUIRED.**

*This CARES Act grant is a one-time, temporary funding opportunity. Please note that all grant categories and amounts are subject to change depending upon availability of state and federal funds for any fiscal year.

Who May Apply?

Nonprofit organizations with incorporation in New Hampshire and a 501(c)(3) tax-exempt status from the Internal Revenue Service whose primary mission is to produce, present or serve the arts, and have been offering arts programming for at least one year. **Organizations must have paid staff.**

There are two tiers of eligibility:

\$3,000 – for arts and cultural organizations that have been **awarded a grant within the past four years (FY2017 – FY2020)** from the New Hampshire State Council on the Arts.

\$1,000 – for arts and cultural organizations that have **not** received funds from the New Hampshire State Council on the Arts in the past four years (FY2017 – FY2020).

If you have a question about eligibility, please contact [NHSCA program staff](#).

In addition, applicant organizations must:

- Have an independent Board of Directors that meets at least quarterly;
- Have a DUNS number;
- Be in compliance with the Americans with Disabilities Act requirements;
- Have submitted all required reports on past State Arts Council grants (if applicable);
- Be in good standing with the State Arts Council and NH Attorney General's Office.



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Restrictions

- Applicant organizations must be incorporated and physically located in New Hampshire.
- A fiscal agent may only serve as an applicant for this program at the \$1,000 tier.
- Government agencies, individuals, auxiliary support organizations (Friends of xyz), religious organizations and for-profit organizations are not eligible.
- In order to disperse federal funds as equitably as possible, organizations receiving CARES Act funding directly from the National Endowment for the Arts, National Endowment for the Humanities, NH Public Value Partnerships or NH Humanities are not eligible.
- Colleges, universities, libraries or schools are not eligible.
- Grant awards may not be used for:
 - Previously incurred debts or deficits prior to the Governor's declared State of Emergency on March 13, 2020.
 - The funding of new positions, whether temporary or permanent.
 - Endowments or capital projects.
 - Programming costs.
 - Any cost item listed in the glossary under ["ineligible expenses."](#)

Funding Criteria

The following criteria are used by reviewers to rank applications for this grant category:

Quality of arts programming or services: Ongoing programming that demonstrates creativity and a distinct vision that is consistent with the applicant's mission; activities that contribute to the artistic development and wellbeing of the general public; appropriateness of programs for populations served, including service to underserved populations.

Administrative capacity: Board and staff qualifications; clarity of the application; successful administration and reporting of past Council grants (where applicable).

Impact of Request on New Hampshire's Arts Work Force or Cultural Ecosystem: Evidence of significant and immediate impact on New Hampshire's Arts work force; significance of position(s) or contracts(s) to the mission of the organization; or evidence of impact on facility operations.

Application Review Process

A panel with expertise in the field meets to review and rank applications according to the funding criteria listed. Whenever possible, a State Arts Councilor facilitates the meeting. After discussion and review of work samples submitted, applications are ranked by the panel. Funding recommendations are forwarded to the State Arts Councilors for review and approval. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 – June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's evaluation of your application, so please prepare your application carefully and follow instructions.



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How to Apply

We regret that feedback cannot be given on draft or completed applications. Applicants should also review the [legal and reporting requirements](#) for NHSCA grant funding.

Required Documents

All required documents must be uploaded to the [online system](#). Please keep copies for your files.

- ☐ Answers to Narrative Questions (see last page).
- ☐ Completed budget form.
- ☐ List of current Board with terms of service.
- ☐ If relevant, job description or contract (with personal information redacted) for which funds are being requested.
- ☐ If relevant, evidence of facilities costs (i.e., utility bill, mortgage/rent, insurance) for which funds are being requested.
- ☐ Most recently filed IRS Form 990.
- ☐ Link to website or Creative Ground profile that provides examples of recent programming.

NOTE: Registration of IRS 501(c)(3) nonprofits in New Hampshire is required every five years, for the years ending in 0 or 5. Registration may be completed online [here](#).

Submitting the Application

NHSCA uses an online application system, [Submittable](#).

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.

Deadline

Applications must be completed online by 11:59 PM on **June 12, 2020**. Office hours are Monday - Friday, 8:00 AM - 4:00 PM. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by e-mail and is not responsible for incomplete online applications. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

Notification of Award

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the [Council meeting](#). At that time applicants will receive official notification of the Council's action. This notification may take up to 8 weeks after the application deadline.



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Payment

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

False Information

Any grant award made based on false information in the application may be canceled by NHSCA at any time.

IMPORTANT: All grant agreements must be returned by January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

Grant Period and Reporting

A final report is due 30 days after the completion of your project, but no later than July 31, 2021. Extensions may be granted on a case-by-case basis. The request for extension must be made *in writing* to the grant coordinator *before* the deadline for filing has passed and should briefly note why the extension is necessary and the date the report will be submitted.

Failure to submit the final report by the required date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

This final report will include documentation of the use of funds. **NH CARES funding for salaries cannot overlap with salary funds from the Small Business Administration Paycheck Protection Program.** Please be sure to keep accurate and separate accounting records.

Questions

Questions about this grant program? Please contact [Arts Council program staff](#).

Questions about the online application system at Submittable?

support@submittable.com | 855-467-8264, X 2 | <https://submittable.help/en/>



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Grant Narrative Questions

The total narrative portion of the application **should not exceed 3 typed pages**. Margins (no less than 1”), fonts (no smaller than 12 point), and spacing should provide easy reading for panelists. **Please respond to the following questions in the order in which they appear.**

1. Quality of Arts Programming or Services

Tell us about your organization. Provide a profile of the organization including its mission and goals. Include the unique characteristics that help define the organization's role in bringing/providing arts experiences or services to communities in New Hampshire. Please keep in mind that some panelists may not be familiar with your organization or its importance to the cultural life of the state. Identify how programs align with your mission and demographics, including any underserved communities.

2. Administrative Capacity

Please identify key paid staff members, including job titles, how long they have been employed by the organization and any unique skills or qualifications they hold that are relevant to their positions. You may include resumes with your narrative. Provide an explanation of compliance with the Americans with Disabilities Act.

3. Impact of Request on New Hampshire's Arts Work Force or Cultural Ecosystem

Please share how the current public health emergency has affected your organization. Include information about threats to operations, earned and contributed income, program cancellations, and changes made in the areas of programming and staffing for the current year.

- A. For Salary Support Requests: Describe the significance of the position(s) to the mission and core work of your organization. What would happen if the position(s) was/were unfilled? Attach a copy of the job description(s)/contract(s) (with personal information redacted). Note those positions that have been lost or are in danger of being lost.
- B. For Contractual Personnel/Artist Fee Requests: Describe the significance that the contracted personnel or artist(s) has/have to the mission of your organization. What would happen if the contract(s) was/were not able to be fulfilled? Attach a copy of the contract for the artist(s) or other contracted personnel you are unable to contract with due to a decline in revenues.
- C. For facility support: Briefly describe any facility costs that are requested and the impact on operations.